

SECRET

STATISTICAL REPORT OF ISB ACTIVITIES
FOR APRIL 1955

Visual Aids Section

1. Received a total of thirty-eight requests for the planning and the construction of visual training aids and graphic materials for training purposes.
2. Planned and completed the artwork and shop work on a total of eighty-six items, including sketches, graphs, drawings, signs, posters, and display items of which:
 - a. Three projects totaled forty man-hours or more.
 - b. Four projects totaled eighty man-hours or more.
 - c. Three projects involved artwork and the production of display and exhibitions materials.
3. Received a total of thirteen requests for photographic aid and camera assistance, including taking still pictures, processing, developing and printing.
 - a. Processed and developed five still picture requests, fifty-seven originals, totaling one-hundred-and-four prints, seven enlargements.
 - b. Processed and developed one-hundred-and-thirty-six feet of ophthalmograph film (35mm.)

Map Training Officer

1. Number of requests for maps or services - 144
2. Number of map sheets distributed: In OTR - 1,144
Outside OTR - 8
3. Number of photographs distributed - 146
4. Number of maps mounted - 7
5. Participated in one hour of instruction.
6. Prepared for Reproduction the Hydrographic Symbol Books for three countries.

Editorial and Reproduction Section

1. Edited three special instructional projects; total pages, 190.
2. Edited, typed, processed and distributed eighteen administrative communications from Office of Director of Training.
3. Processed sixty-five requests through Printing and Reproduction Division/IO.
4. Reproduced internally, sixty-two requests from offices of OTR; 203 masters and/or stencils.
5. Completed eight requests for thermofax copies; fifty-two originals; one-hundred-and-forty-three copies.

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Audio Aids Section

1. Number of requests handled : 101 covering 195 items.
2. Number of films procured: 83
3. Number of films projected: 67
4. Number of sound recordings made: 273 hours
5. Number of preventive maintenance checks made: 115
6. Number of emergency checks made: 17

Library Services Section

A. Operations of Libraries

1. Operated the OTR Library with this volume:

- (a) Book charges : 245
- (b) Document charges: 316 (Vault)
- (c) Periodical charges: 37
- (d) Book accessions: 354
- (e) Periodical accessions: 11
- (f) Classified document accessions: 10,000
- (g) Inter-library loans: 124
- (h) GUIDE requests: 132
- (i) Book orders: 105
- (j) Post report charges: 5
- (k) Vertical file charges: 8
- (l) Documents ordered for retention: 21

2. Serviced the sub-library collections in the following volume:

(a) Library

Reference requests: 15
Research requests: 5
Book accessions: 33
Document accessions: 240

(b) Other Collections

A&E Staff: 10
Clerical Training: 45
LETS: 143
Management Training: 41
O/TS: 44
BOC: 6
Reading Improvement: 5

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B. Reference, research and bibliographic functions

1. Processed 114 reference questions.
2. Processed 11 research requests totaling 55 man-hours.
3. Conducted research and prepared 1 bibliography containing a total of 85 entries.
4. Published 1 issue of the GUIDE containing a total of 100 annotated items.

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